

## DOA Administrative Letter No. 02-9

To: Area Agency on Aging Directors

From: Karen Gottovi, Director

Subject: Family Caregiver Support Program Carry Forward Funding and  
FY'02-03 FCSP Funding

Date: July 10, 2002

This letter is being issued to provide guidance for utilization of Family Caregiver Support Program funding carried forward from fiscal year 2002 to fiscal year 2003 and new matching requirements for the FCSP Funds for SFY 2002-2003.

### **FCSP – Carry-Forward Funding**

The availability of the carry-forward funds will be from July 1, 2002 to September 30, 2002. Carry-forward funding requires a 25% non-federal match that may be provided in cash or in-kind.

Fund Code 8 is established for the Family Caregiver Support Program in the Aging Resources Management System (ARMS). ARMS 2003 regional allocation amounts can be found on the Allocations Screen listed as "Family Caregiver Support – Carry forward." The following service codes have been created in ARMS for the purpose of establishing carry-forward budgeting, reporting and reimbursement:

Service Code	Family Caregiver Support Service
801	Carry-forward Information About Available Services
811	Carry-forward Assistance
821	Carry-forward Counseling, Support Groups & Training
831	Carry-forward Respite Care
841	Carry-forward Supplemental

As we indicated in Administrative Letter No. 01-4, the FCSP service funds are all non-unit service funds. Any costs associated with the Family Caregiver Specialist (not funded with another fund source) or other direct AAA costs associated with the program would be budgeted in one of the five service categories as a Non-Unit Service Budget in ARMS.

Through September, the AAA should submit non-unit reimbursement records for the total costs in each of the applicable five carry-forward service categories under the FCSP. Reimbursement will follow the same process adhered to with other non-unit services where total costs for the month are reported to the AAA and payment is issued to providers by the AAA. Report series **ZGA370-13** will provide monthly expenditures, monthly reimbursement amounts, and year-to-date reimbursement totals for the carry-forward funds.

Service information including client data, service totals, and other demographic information must be collected and will be reported on the Family Caregiver Support Access Data Base with all other FCSP data collected in the 2002-2003 program year.

### **FCSP Funding for SFY 2002-2003 Program Match**

As we have indicated to you earlier, FY'2002-2003 FCSP funding will **require no local or regional match.** The Division will be using state funds which currently overmatch the HCCBG programs to account for the required 25% non-federal match. HCCBG funding used for services for clients registered as “*service relieves a caregiver*” will be reported by the Division as supporting the FCSP (Title III-E) rather than Title III-B of the Older Americans Act. *This arrangement will not affect the process for reporting services through ARMS.* Beginning with the August 2002 reporting cycle for services provided in July, FCSP contracts will be paid at 100% of the amount reported for local providers and the costs reported which are associated with a Regional FCSP Specialist.

While we recognize some local programs have already secured matching funds, these amounts may still be and are encouraged to be used to expand the program beyond the federal funds available.

If you have any questions regarding any of the issues discussed, please contact Gary Cyrus or Mark Hensley at (919) 733-8390.

Cc: Lisa Culbreth, DHHS Controller's Office